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Kelley Drye Nechall Maginnes & Warren
Chairman & five Committee



Executive Director

December 6, 1963

The National Civil Service League is pleased to advise you that we are once again planning our annual presentation of Career Service Awards to ten outstanding employees of the Federal government.

Your Agency's past support of this program, President Kennedy's enthusiastic endorsement, his meeting with Award winners, and the great prestige that accompanies the recognition accorded recipients, has made this annual League function one of the true highlights of Washington activities.

The positive success of this program would not be possible without the personal cooperation of persons of high responsibility. We are hopeful that you will help us make this, the tenth annual Career Service Awards program, the most successful to date. We would be pleased if you would encourage participation of your Agency by nominating some of your highly qualified men and women for the 1964 Career Service Award. Additional information is carried in the enclosed announcement. A supply of these will be forwarded to the personnel facilities of all the departments and agencies.

A dinner honoring the ten award winners and the Federal service is scheduled for April 14, 1964, at the Sheraton-Park Hotel in Washington, D. C. We hope you will mark your calendar and plan to join with us that evening in honoring exemplary public service and in bringing greater recognition to the outstanding achievements of the dedicated people in the Federal government.

Sincerely,

Nicholas Kelley
President

Hon. John A. McCone
Director, Central Intelligence Agency
Washington 25, D. C.

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Career Service Awards

TENTH ANNUAL PRESENTATION
HONORING CAREER PUBLIC SERVANTS



National Civil Service League

1881-1964

Career Service Awards

The National Civil Service League, a nonpartisan citizens' organization for good government, announces its Tenth Annual Career Service Awards Program.

Purpose

This National Civil Service League program is undertaken to strengthen the public service by bringing national recognition to significant careers in the Federal service.

The League will grant awards to ten career employees who exemplify in an outstanding manner the primary characteristics of the career service: efficiency, achievement, character, and service. Extensive publicity through television, radio, magazines, and newspapers will be given to the selections and the presentation of the awards.

The Award

The Career Service Award recipients will be presented with a scroll and will be guests of honor at a dinner in Washington, D. C. to be addressed by a nationally prominent speaker and attended by many leaders of government, business, education, and the professions.

Basis of Selection

1. Efficiency and achievement

A record of exceptional efficiency; evidence of sustained superior performance and accomplishment.

2. Character

A record of integrity and devotion to the principles of public service.

3. Service

At least 10 years (including military service), not necessarily all in one agency. This must give evidence of achievement and career progression.

Nomination of Candidates

Agency and department heads are invited to nominate candidates. Men and women in all grades and occupations, in the field and overseas as well as in the departmental service, are eligible. Nominees must be employed in one of the career services of the Federal government (e.g., competitive civil service, Foreign Service, Tennessee Valley Authority, Federal Bureau of Investigation, Library of Congress, District of Columbia), or by their records must be clearly identified as career employees who are making government service their lifework.

What to Submit

No more than three employees may be nominated by each agency or department. Nominations must be submitted in triplicate with two photographs (8 x 10 glossy) and include:

1. A cover sheet containing:
 - a. The following pertinent data about the employee:

Name, title and grade	Length of government service
Organizational location	Marital status; number, ages, and names of children
Residence address	
Date and place of birth	Education and degrees
 - b. A brief description of the service record of the nominee.
 - c. A summary paragraph setting forth the substantive achievements which qualify the candidate for consideration.
2. A written statement no more than three additional pages in length containing:
 - a. Justification for the nomination in terms of the primary considerations already noted as the basis of selection.
 - b. Human interest factors especially related to the career service.
 - c. Comments on the nominee's participation in professional societies, social welfare, civic, and church activities.

Supplemental material may be attached in support of the nomination, but the foregoing statement should stand on its own.

Closing Date

Nominations must be submitted by January 17, 1964 to the Awards Board, National Civil Service League, 315 Fifth Avenue, New York 16, N. Y.

Present plans call for granting the Awards on April 14, 1964.